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| **CONFIDENTIAL APPLICATION FORM FOR THE POST OF**  **Gap Assistant** |

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| **NAME OF APPLICANT:** |  |

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| St Francis School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.  The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and the production of documentary evidence showing your entitlement to work in the UK.  Please complete this application form, preferably electronically, and return it as soon as possible before the closing date for the attention of Mrs Julie Thomas (HR Manager) to: [thomasj@stfpewsey.co.uk](mailto:thomasj@stfpewsey.co.uk)  Any queries should, in the first instance, be addressed through the HR Manager at:  [thomasj@stfpewsey.co.uk](mailto:thomasj@stfpewsey.co.uk)  01672 563228  St Francis School, Marlborough Road, Pewsey, Wiltshire SN9 5NT |

**1. PERSONAL DETAILS**

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| **Preferred Title:** (Mr/Mrs/Ms/Dr/etc) |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Preferred Name:** |  |
| **Previous Surname(s):**  (including maiden name) |  |
| **Address:** |  |
| **Postcode:** |  |
| **How long have you lived at this address?** |  |
| **Previous Addresses and Postcodes:**  (if it has been less than five years since you moved to your current address, please list all previous addresses and state how long you resided at each address) |  |
| **Place of birth:** |  |
| **Home**  **Telephone Number:** |  |
| **Work**  **Telephone Number:** |  |
| **Mobile**  **Telephone Number:** |  |
| **Email Address:** |  |
| **Have you lived outside the UK for a period of three months or longer within the last five years?**  **If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies.** |  |

**2. GENERAL**

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| **Do you have Qualified Teacher Status?** | **Yes □ No □** |
| **Do you have a current full UK driving licence?** | **Yes □ No □** |
| **Please provide full details of membership of any professional bodies:** |  |

**3. ACADEMIC RECORD & QUALIFICATIONS**

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| --- | --- | --- | --- |
| **School/College/University attended (name and location)** | | **From**  **(Month & Year)** | **To**  **(Month & Year)** |
| **Secondary School** |  |  |  |
| **University** |  |  |  |
| **Higher Education** |  |  |  |

**Please provide details of all academic and vocational qualifications:**

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| --- | --- | --- | --- |
| **Award/Qualification** | **Awarding Body** | **Date Obtained** | **Grade**  (if appropriate) |
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If there is insufficient space, please add a new row to include further information (or continue on a separate sheet if necessary giving page number and title heading).

**Please provide details of all relevant Professional Development:**

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| --- | --- | --- | --- | --- |
| **Courses attended in the last three years** | | | | |
| **Name of Course** (and award if gained) | **Provider** | **State Full/Part Time or Seconded** | **From** | **To** |
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| **Outside interests, hobbies, etc. (both professional and leisure)** |
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**4. CAREER HISTORY**

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| Please provide full details of all employment, self-employment and unpaid work since leaving secondary education.  Please **start with your current or most recent employer** and in each case provide the reason for leaving employment.  Please provide **explanations for any periods not in employment, self-employment or unpaid work.** | | | |
| **Name and address of Employer**  For schools, please state number on roll at time of employment and age range | **Job Title and Main Duties** (including subject taught and at which level) | **Period of Service**  **From To**  (give month and year) | **Reason for leaving** |
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If there is insufficient space, please add a new row to include further information (or continue on a separate sheet if necessary giving page number and title heading).

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| **Current Salary** | |
| **Salary (basic) if appropriate** (please indicate spine point) |  |
| **Additions** (please indicate responsibility points, London Allowance etc) |  |
| **Total Salary:** |  |

**5. SUPPORTING STATEMENT**

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| **Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.** |
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**6. OTHER DETAILS**

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| **Please confirm if you know any existing employee, volunteer or Governor at St Francis School and, if so, please provide full details of how you know them.** |
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**7. REFEREES**

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| * Please give details under Referee 1 of your present or most recent employer who will be contacted and asked to prepare a reference before interview\*. * Please provide the name and address under Referee 2 (see \*\* below) of one other person (not a relative or your present or most recent employer) who could be approached for a reference. This referee will be contacted either before the interview process or if you are offered the post. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children, current and/or time expired, and whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your most recent educational employer and \*\*Referee 2 below **must** be that employer, who will be contacted and asked to prepare a reference before the interview process. | |
| **REFEREE 1** | **REFEREE 2** |
| **NAME** | **NAME** |
|  |  |
| **ADDRESS (including postcode)** | **ADDRESS (including postcode)** |
|  |  |
| **POSITION** | **POSITION** |
|  |  |
| **TELEPHONE NUMBERS** | **TELEPHONE NUMBERS** |
|  |  |
| **EMAIL ADDRESS** | **EMAIL ADDRESS** |
|  |  |
| **In what capacity do you know the referee?** | **In what capacity do you know the referee?** |
|  |  |

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| --- | --- |
| **\*Please tick the relevant box if you wish to be consulted before your referee is approached for a reference** | |
| **Referee 1** |  |
| **Referee 2** |  |

**8. SUPPLEMENTARY INFORMATION**

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| --- | --- |
| **Teaching Subjects offered:**  (Please indicate your main teaching subject) |  |
| **Do you require the School to be aware of any special arrangements which may be required if you are invited for interview?** |  |
| **Are you currently eligible for employment in the UK?** |  |
| **Please give the month and year at which you are available to start** |  |
| **Please indicate where you saw the advertisement for this position** |  |

**9. DATA PROTECTION**

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| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

**10. DECLARATION**

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| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. | | | |
| **Signature:** |  | **Date:** |  |